



TRANSFER OPPORTUNITY **FOR STATE EMPLOYEES**



DEPARTMENT OF INDUSTRIAL RELATIONS LABOR STANDARDS ENFORCEMENT WAGE CLAIMS ADJUDICATION

Office Assistant (Typing) – Part Time

Position: Office Assistant (Typing)
Range A: \$2003 - \$2435
Range B: \$2172 - \$2641

Location: Van Nuys

Duties: Under the direction of the Deputy Labor Commissioner III (Senior Deputy), answers telephone inquiries and assists the public at the counter; types letters, memos, reports and forms; maintains files; may assist with the docketing and cashiering functions; compiles statistics; maintains office supplies; performs other duties as required.

Any current SROA/Surplus employee or anyone eligible for transfer, list appointment, or training and development assignment to the above class may apply by sending a standard State application (Form Std. 678) to the address below. Please note that SROA and eligible Surplus Employees will be given first consideration in accordance with SROA provisions.

Department of Industrial Relations
Division of Labor Standards Enforcement
Wage Claims Adjudication
Attn: Bill Fontana , Senior Deputy
6150 Van Nuys Blvd., Room 206
Van Nuys, CA 91401

California Relay System Telephone number for the deaf and impaired: 1-800-735-2929

Submit Application By: **August 30, 2006** or until position filled. Applications will be reviewed and interviews for some or all applicants may be scheduled subsequently.

CALIFORNIA STATE GOVERNMENT - EQUAL OPPORTUNITY TO ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE, OR SEXUAL ORIENTATION.